| Baysid <br> Recruitme | ford |
| :---: | :---: |
| Clients' Name and Address: | Full Name / Staff Number: |
|  | Nature of Assignment: |
|  | Department: |
|  | Week ending Date: |
|  | Report to: |


|  | Start | Finish | Total | Breaks | POA | Total Hours |
| :--- | :---: | :---: | :---: | :---: | :---: | :---: |
| Saturday |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |
| Monday |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |

For Office Use Only

| Hours | Pay P/H | Charge |
| :--- | :--- | :--- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

I certify that the total hours have been satisfactorily worked and that payment will be made according to your terms of business

| Authorised <br> Signature | Date |
| :--- | :--- |
|  |  |
| Print Name | Position |

Temp worker - Please check these hours carefully as errors cannot be rectified later

## Road Transport Directive

| Name |  |
| :--- | :--- |
| Week ending Date |  |
| Total Hours Worked |  |
| POA |  |
| Breaks |  |
| Other Work |  |

Total Hours = All hours from start to end duty. $\mathrm{POA}=$ Total number of hours that you switched your tacho to Period of Availability. Breaks = All recorded breaks. Other work = Any work carried out for other companies or agencies.

This is a requirement by law and therefore must be adhered to.
Please remember that the 48 hour week is an average over a 17 week period.
The maximum number of hours you can work within a single week is 60 .

